

UNDERHILL PLANNING COMMISSION

Thursday, October 25, 2018 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Vice Chair
Commissioner Nancy Bergersen
Commissioner David Edson
Commissioner John "Kail" Romanoff
Commissioner Lea Van Winkle
Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm.

[6:00] Vice Chair J. Drew called the meeting to order.

[6:01] Vice Chair J. Drew asked for public comment. No public was in attendance, and therefore, no public comment was provided.

[6:02] Staff Member Strniste recommended that the motion approving the amendments to the Underhill Town Plan be redone to more accurately reflect the procedure. Commissioner Van Winkle **moved to approved the proposed amendments to the 2015 Underhill Town, and recommend approval by the Underhill Selectboard.** The motion was seconded by Commissioner Bergersen. **The motion was approved five (5) to zero (0), with Commissioner Romanoff abstaining.**

AGENDA ITEM: PROPOSED NOVEMBER 6, 2018 ZONING REGULATION AMENDMENTS

[6:03] Staff Member Strniste provided an update about the proposed amendments to the 2018 *Underhill Unified Land Use & Development Regulations*. He informed the Planning Commission that the warning requirement was not satisfied, and therefore, the question pertaining to the proposed amendment on the ballot was invalid. However, the validation process would allow the Selectboard to confirm the results of the question, thereby legally recognizing the outcome. Therefore, all voters have been encouraged to continue voting on the question as if an error had not occurred. Commissioner Edson opined that the validation process appeared to correlate with the Selectboard being able to pass ordinances.

AGENDA ITEM: 2020 TOWN PLAN – FORUM GROUP 2 (INFRASTRUCTURE & SERVICES) DISCUSSION

[6:06] Commissioner Van Winkle provided an overview of the Infrastructure and Services sections of the Town Plan. She provided clarification about various parts of the background portions of these sections: that gas does extend to Poker Hill Road, Fairpoint Communications has been acquired and is now Consolidated Communications, and that cell phone coverage is not at 100%. Commissioner Romanoff asked what could be done in order to achieve 100% coverage. Commissioner Van Winkle informed the Commission of the potential options. She then provided an update about the extent of fire service, and if another station were located in Underhill, better fire ratings could be attained.

- [6:10] A discussion ensued about various aspects in the Town Plan, specifically: garbage pickup, the elementary schools (in particular, the ID school), and Child Care. Commissioner Wilmot inquired about the holder of the Emergency Operation Plan.
- [6:14] Commissioner Van Winkle then discussed the various aspects of the infrastructure portion of the Town Plan. A discussion ensued about Town owned land and the Capital Improvement Program.
- [6:20] Commissioner Van Winkle suggested that a lot of the goals and strategies could be updated, and for all intent and purposes, remain in the Town Plan. The Commission agreed that outside of roads and capital assets, the infrastructure is largely comprised of communication, the gravel pit, and sidewalk. Staff Member Strniste advised Commission of the pedestrian easement on the Tomasi land, potentially providing future connectivity to Underhill Central School and Casey's Hill. A discussion ensued about various sources of obtaining sand and gravel, and if this topic should be located in other sections of the Town Plan.
- [6:33] Commissioner Van Winkle opined that many of the survey questions pertaining to infrastructure and services from the 2008 survey could be utilized for the anticipated survey. A discussion ensued about the day cares/child care. Commissioner Van Winkle advised that Commissioner Lamphere had concerns with the big ditches being constructed when new culverts are being installed, as these are potential safety hazards.
- [6:43] The Commission revisited their earlier discussion about the ID School. Staff Member Strniste advised that the Commission should entertain how they wish to present the information to the general public. Commissioner Drew recommended that each forum group recommend areas where discussion is required, and possible areas where the Planning Commission thinks updates are required. Staff Member Strniste recommended that each forum group send him information, and he would subsequently make PowerPoints for each group.
- [6:50] Commissioner Wilmot inquired about the Emergency Operations Plan. She suggested that identifying citizens most vulnerable would be advantageous. Commissioner Edson advised that the Emergency Operations Plan section of the Town Plan should be left in a general state since the plan covers a range of emergency scenarios.
- [6:56] Commissioner Drew advised that the minutes cannot be approved since a quorum from those meetings were not in attendance.
- [6:58] All in attendance at the evening's meeting will be in attendance at the next meeting – November 8, 2018. Focus Group 1 (Land Use) will be presenting their information during that meeting.
- [7:01] Commissioner Edson made a **motion to adjourn**. The motion was seconded by Commissioner Bergersen and **approved unanimously**.
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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the October 25, 2018 meeting were accepted this 6 day of NOVEMBER, 2018.



Johnathan Drew, Planning Commission Vice Chair

New Action Items

- ☐ Staff Member Strniste: Obtain a report on how Selectboard Member Johnson derived at the funding sources (i.e.) for the identified capital projects.
- ☐ Forum Group: Each forum group write as many survey questions as possible.
- ☐ Commission: Review Town Plan sections that were volunteered and develop presentation materials for discussion at upcoming Planning Commission meetings.

Old, Incomplete Action Items

- ☐ Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- ☐ Staff Member Strniste: Providing a map of where the capital projects are located.
- ☐ Chair C. Gregson: Write letter to Commissioner Glidden regarding his resignation
- ☐ Commission: Review memorandum from Transportation Board.

Completed Action Items

- ☒ Staff Member Strniste: Obtain a list of grants that have been applied for and a list of available grants.
- ☒ Commission: Submit materials to Staff Member Strniste to create PowerPoints for the forum group presentations.